

**Lafayette County Human Services  
Board Meeting Minutes  
July 15, 2013**

*Lafayette County Human Services provides an array of cost effective, quality services, and community-based support for individuals and families to improve their quality of life.*

**Board members present:** Sherry Crist, David Hammer, Gerald Heimann, Connie Hull, Richard Roelli, Leon Wolfe (Brandee Blaine was excused)

**LCHS staff present:** Janet George, Kristine Brunkow, Shane Schuhmacher

**1. CALL TO ORDER**

- a. The meeting was called to order by David Hammer at 6:15 p.m. The meeting was properly posted at the Courthouse, City Library, Lafayette County Human Services and e-mailed to The Republican Journal.
- b. Motion by Sherry Crist, second by Leon Wolfe to approve the amended agenda as posted; carried.
- c. Motion by Gerald Heimann, second by Richard Roelli to approve the minutes of the June 11, 2013 meetings (Regular & Public Hearing) as printed; carried.

**2. PUBLIC COMMENTS**

- a. No public comments were submitted.

**3. FISCAL REPORT**

- a. Janet George reported a couple of unusual payments this month. A credit card charge in the amount of \$523.80 for a flight back to Texas for a juvenile who had moved to Wisconsin to live with a family member. There had been no guardianship and the family member in Lafayette County was unwilling to become the guardian. Another family member in Texas agreed to do so. The \$523.80 has already been reimbursed to LCHS.

The payment to Lyght House this month was for May and June.

- b. For the year, LCHS is \$278,527 under budget for expenses and nearly \$375,000 under budget for revenues. As Ms. George mentioned at previous meetings, LCHS will "catch up" with the July state payment. On July 5; LCHS received a payment in the amount of \$391,728. Some of the expense line items that are significantly under budget include inpatient, clinic payroll, foster care, ADRC payroll and general supplies. There are also some expense line items that are over budget: psychiatrist fees, diversion placements, clinic miscellaneous (includes contracted labor, interpreter fees and advertising) and LTS payroll (includes time spent by COA homemaker providing rep payee services).
- c. Ms. George stated at the request of Baker Tilly, she added an area for signatures to the I&E statements. Ms. George will forward a copy of the statements to Finance and/or the Treasurer.

- d. Ms. George reported Aging's only unusual payment was to the Home Care For You in the amount of \$2,200. This is charged to the Caregiver's Grant and included supportive home care and lawn service.
- e. Aging's revenue is well under budget; through June 30<sup>th</sup>, LCCHS has only received program revenues for January and February from GWAAR and none at all from the 85.21 grant. The 85.21 funding was received on July 5 as was the March payment from GWAAR.  
  
Aging's expenses are \$16,579 under budget at this time.
- f. Ms. George stated at this point, it is still too early to make a meaningful projection for the year, but if expenses continue to be held down as much as they have for the first half of the year; both LCCHS and Aging should be within budget.
- g. To follow up from last month, the Finance Committee voted to send the \$41,000 that LCCHS was under budget last year (2012) to the general fund rather than carryover for LCCHS's 2013 budget.
- h. The auditors are scheduled to be at LCCHS for the rest of the week for the program compliance portion of the audit. There will be some work with other departments, but most of this part of the audit will focus on LCCHS programs.

**4. APPROVAL OF EXPENDITURES**

- a. Motion by Connie Hull, second by Richard Roelli, to approve the LCCHS vouchers as scheduled; carried.
- b. Motion by Leon Wolfe, second by Gerald Heimann, to approve the Aging Unit vouchers as scheduled; carried.

**5. REVIEW OF 2013 ADVERTISING COSTS**-Shane Schuhmacher reported David Hammer has been receiving complaints from the County Clerk and two other board members regarding LCCHS's advertising costs and requested a report about these costs.

Mr. Schuhmacher stated LCCHS had several positions to fill: the AODA counselor, Mental Health Coordinator, and Behavioral Health Manager position, Elder Benefits Specialist and any positions that may be opened as a result of an employee transferring into another position. After advertising for the second time for the AODA counselor position and the Behavioral Health Manager position, along with updates to the HS Board; a preliminary cost analysis was done and LCCHS discovered more economical methods of advertising based on where LCCHS received the most response. The internet presented with more response than some of the higher priced newspapers. Mr. Schuhmacher reported as LCCHS moves forward, and depending on the positions (that is, some positions require certain credentials and a bigger audience should be made aware), he will review how to best advertise for the positions.

Mr. Schuhmacher stated the costs are divided into three general areas; advertising, promotion and publication. Advertising costs are generally for advertising for the outpatient clinic and ADRC along with positions as mentioned above. Promotion costs are generally for events such as the Senior Affair or other events. Publication costs are for items such as the Upper Horizon newsletter.

Mr. Schuhmacher reported 2013 total advertising/publication/promotional costs to date was \$18,698.90. Average cost of advertising/publication/promotional for the past five years was \$12,409.43.

6. **REVIEW OF FINANCIAL PROCEDURES**-David Hammer requested a follow up with Baker Tilly recommendations regarding financial procedures and prior audit findings. Baker Tilly recommended the county periodically assess the division of duties to ensure proper segregation of duties, to evaluate if additional controls are necessary and to evaluate that the controls in place are effective. From the perspective of LCHS, some of the segregation of duties is unavoidable due to the limited economic resources available; however, any items identified by the auditors will be reviewed and as a result additional and/or more effective controls will be considered and implemented.

The Human Services Board felt LCHS was following the proper protocol as presented.

7. **REPRESENTATIVE PAYEE REPORT**-Mr. Schuhmacher presented with a review of the Representative Payee accounts. There is a balance difference of \$31.00 in the account. Ms. George has contacted the Finance Dept. and it is believed that when the account was first set up; there was a stop payment on a check in the amount of \$31.00 charged to the rep payee account and then was credited back to the rep payee account; but was never credited to a specific client. The Finance Dept. and Ms. George agreed to credit the \$31.00 to the CSP activities account.

Mr. Schuhmacher reported there are currently five clients that are not tied to a specific LCHS program. The policy and procedure indicate that they be referred to another community agency.

Motion by Leon Wolfe, second by Connie Hull to transition the five individuals mentioned above out of the Rep Payee program; carried. (Note: Mr. Schuhmacher stated Social Security Administration will be notified that LCHS will no longer be rep payees for these individuals. LCHS will not close out the accounts until a replacement has been found for these individuals).

8. **HEALTH DEPARTMENT CONTRACT**-Mr. Schuhmacher reported LCHS has a contract with the Health Department to provide medication management and other nursing services. For example, the Community Support Program (CSP) requires a nurse to perform the activity, such as, administering an injection or preparing medication according to the Doctor's order. Mr. Schuhmacher stated a nurse is needed 15-20 hours a week to support the program. Mr. Schuhmacher stated the activities performed by the nurse are generally billable and reimbursed by medical assistance.

Mr. Schuhmacher indicated the current nurse, Farah Adams, has submitted her resignation to the Health Department and Mr. Schuhmacher is requesting permission to continue with the contract with the Health Dept.

Motion by Richard Roelli, second by Connie Hull to maintain the contract with the Health Dept. for nursing services; carried.

9. **PERSONNEL**

- a. Elder Benefit Specialist (EBS) Wage & ADRC Classification Schedule-Mr. Schuhmacher presented a handout explaining the wage classification for the EBS position. The former EBS worker was "grandfathered" into the position. The current position requires a Bachelor's Degree. The base wage set for the Elder Benefit Specialist position was \$17.36 to fall in line with the current classification schedule (from the last union contract). The ADRC Positions consisting of the Elder Benefit Specialist, Disability Benefit Specialist and the Information & Referral Specialists are classified as Social Workers in the classification schedule. That is, Social Worker I (\$17.36); Social Worker II (\$18.42) and Social Worker II Experienced (\$19.50). Mr. Schuhmacher stated the rate of pay for Kay Bliss, who posted into the EBS position, would not change as she remains classified as a Social Worker II Experienced or in the same classification and making her move a lateral move; keeping her at her current rate of \$19.50/hour.
- b. Motion at 7:00 p.m. to go into Closed Session for not less than 10 minutes pursuant to the exemption contained in Sec. 19.85(1)(c) considering employment, promotion, compensation or performance evaluation data of any public employee regarding EBS wage by Gerald Heimann, second by Connie Hull. Motion carried by unanimous roll call vote.
- c. Motion to return to Open Session at 7:25 p.m. by Leon Wolfe, second by Sherry Crist. Motion carried by unanimous roll call vote.
- d. Motion and/or Action Regarding Personnel Matter-Motion by Sherry Crist, second by Leon Wolfe for Mr. Schuhmacher to go back to Human Resource Committee to clarify the requirements of the EBS position requiring a Bachelor's degree and the wage classification; carried.

10. **INCOME MAINTENANCE STAFF & AFFORDABLE CARE ACT UPDATE**-Mr. Schuhmacher stated LCHS will need to hire, equip and train a new Economic Support Specialist in anticipation of increased caseloads with the advent of the Affordable Care Act. The funding has been approved by the State for the new position. Mr. Schuhmacher was given a directive not to spend any money on advertising for the position. Mr. Schuhmacher provided communications and a state memo that assured the funding for the position. Therefore, the position will be advertised on the County's website and through the Wisconsin JobNet which does not cost anything to the agency.

Motion by Leon Wolfe, second by Connie Hull to advertise for the Economic Support Specialist position; carried.

11. **DIRECTOR'S COMMENTS**

- a. Employee Comp and Overtime Report- The total hours for comp time for the period of May 27, 2013 to June 23, 2013 for LCHS was 11.26 hours and the total overtime hours was 1.00 hours.
- b. Resource Coordinator Position Interviews-Interviews will be scheduled for the week of July 22. Gerald Heimann will sit in on the interviews along with Shane Schuhmacher and Brenda Poss.

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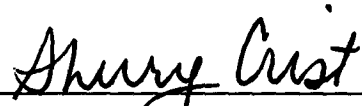
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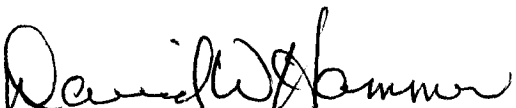

- c. Update Regarding Administrative Reviews for WHEAP, Child Care, Child Welfare & Behavioral Health-Mr. Schuhmacher reported the four programs have had administrative reviews and all action items have been addressed.
- d. Clearview – Marsh County Alliance-Mr. Schuhmacher reported the March County Alliance is a buy in for Alzheimer and Dementia clientele. More information will be provided to the Board in the next month or two.

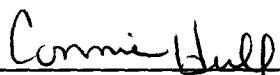
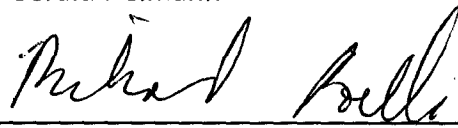
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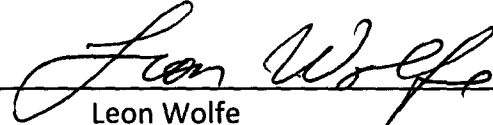
- a. The next meeting was set for **Monday, August 12, 2013** at 6:15 p.m. The Audit Committee will meet at 6:00 p.m.
- e. The meeting was adjourned by Chair David Hammer at 7:45 p.m.

Reviewed by  8/12/13  
Shane Schuhmacher, Director Date

Brandee Blaine   
Brandee Blaine Sherry Crist

   
David Hammer Gerald Heimann

   
Connie Hull Richard Roelli

Jack Sauer   
Jack Sauer Leon Wolfe